


ROUTING SLIP

TO:

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Remarks


Executive Secretary

14 Mar '88

Date

3637 (10-81)



Administrator
General Services Administration
Washington, DC 20405



March 7, 1988

Dear Mr. Webster:

I am requesting your assistance in disseminating information about the General Services Administration's (GSA's) new telephone regulations. These regulations provide for equitable treatment of employees and for more effective management control of potential abuse.

The information campaign will acquaint employees and their managers with the new regulations. Its purpose is to educate employees about their responsibilities to use telephones only for authorized calls. Authorized calls now include brief, family-related calls from either an individual's office or while on travel. Unauthorized use costs the Government many millions of dollars. The combination of more equitable rules, better enforcement, and improved education will save the taxpayer money.

GSA has produced a sequence of five colorful posters, a card for each employee summarizing the new rules and giving telephone call instructions, and news articles and "miniature" posters for publication in Federal employee newsletters. Some of the details of the campaign and suggestions for practical application of your support are listed on the enclosed sheet.

Thank you for your cooperation.

Sincerely,

A handwritten signature in dark ink, appearing to read "T. C. Golden".

Terence C. Golden

The Honorable
William H. Webster
Director
Central Intelligence Agency
Washington, DC 20505

Enclosures

Personal Calls Card

Check with your supervisor. If your agency has implemented the new Federal long-distance telephone rules, you can:

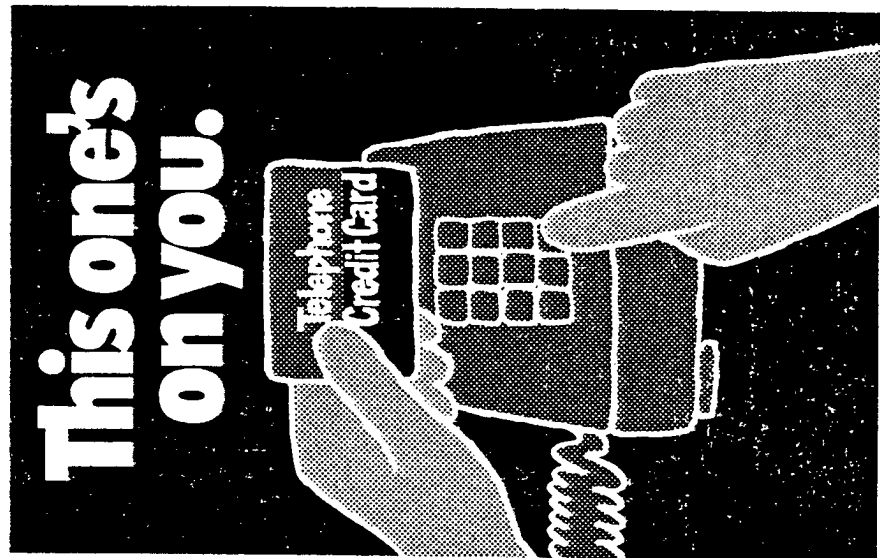
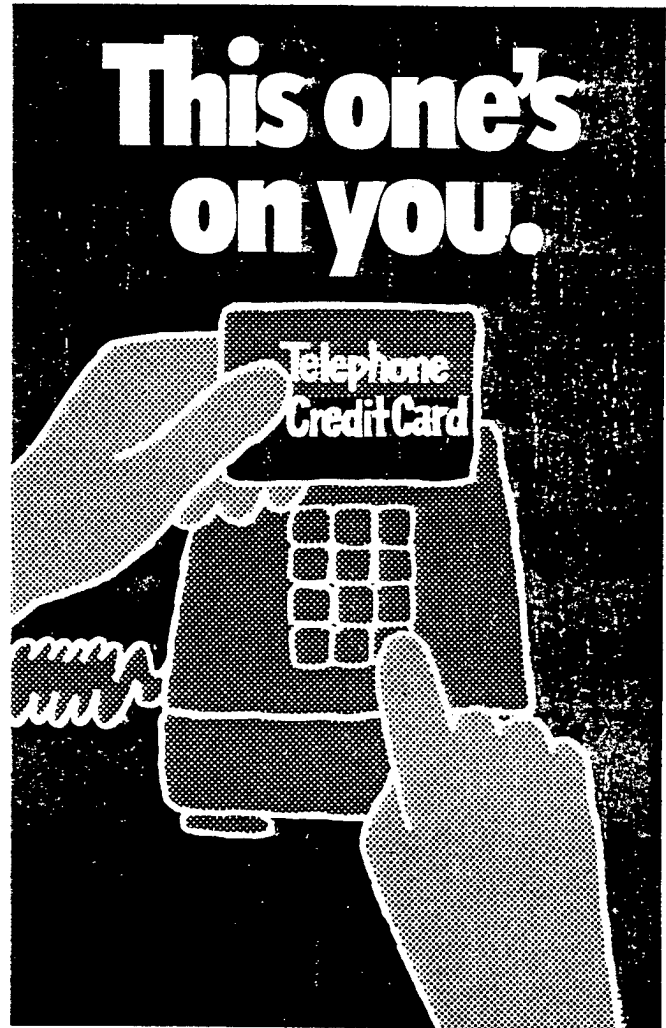
- ☐ Call your home, doctor, or child's school or day-care briefly from work—even if it's long distance.
- ☐ Call home once a day when on official travel within the States. (Use a Federal long-distance system if available for these two types of calls.)
- ☐ Charge your home phone, use your telephone credit card, or call collect for necessary personal long-distance calls from work.

(Turn the card over for instructions.)

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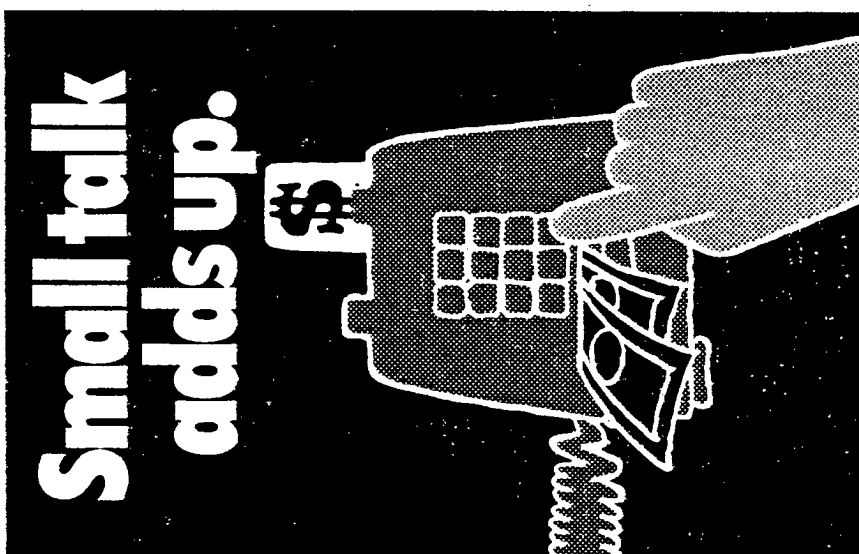
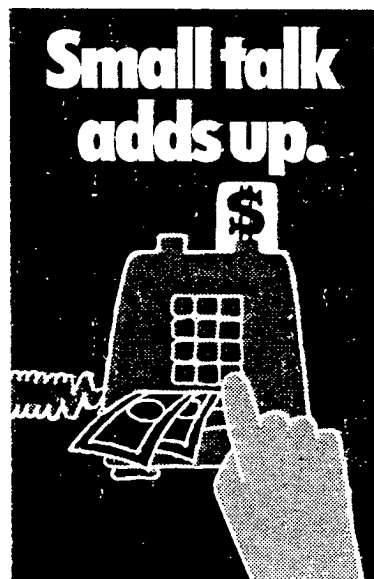
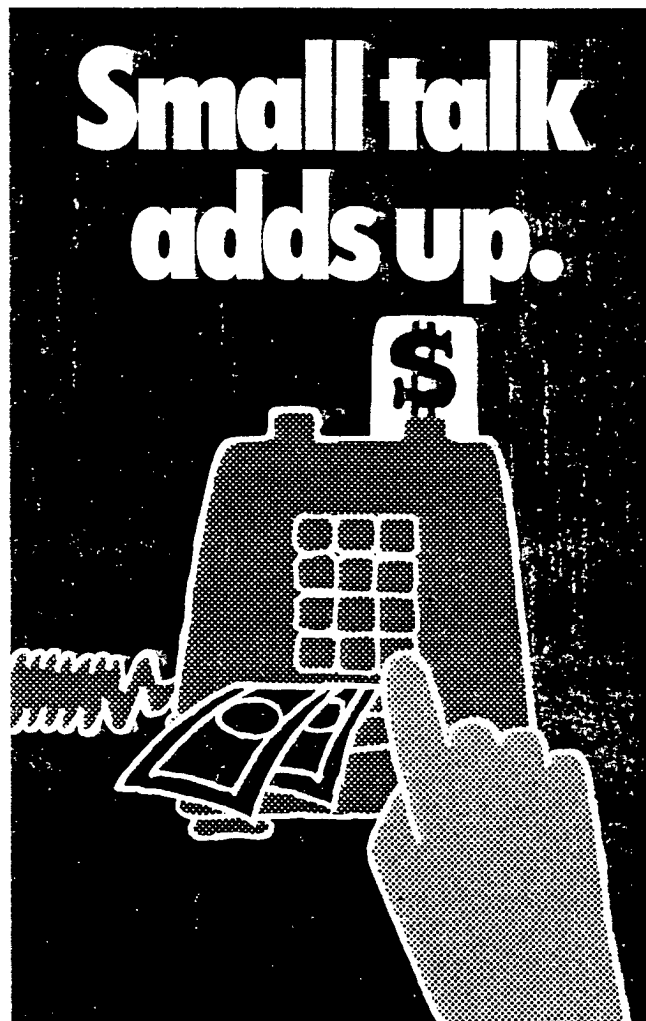
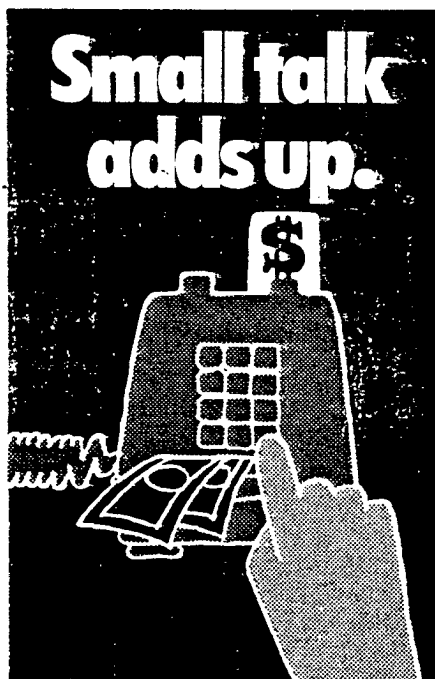
Reproducible Art

Information Resources Management Service
U.S. General Services Administration



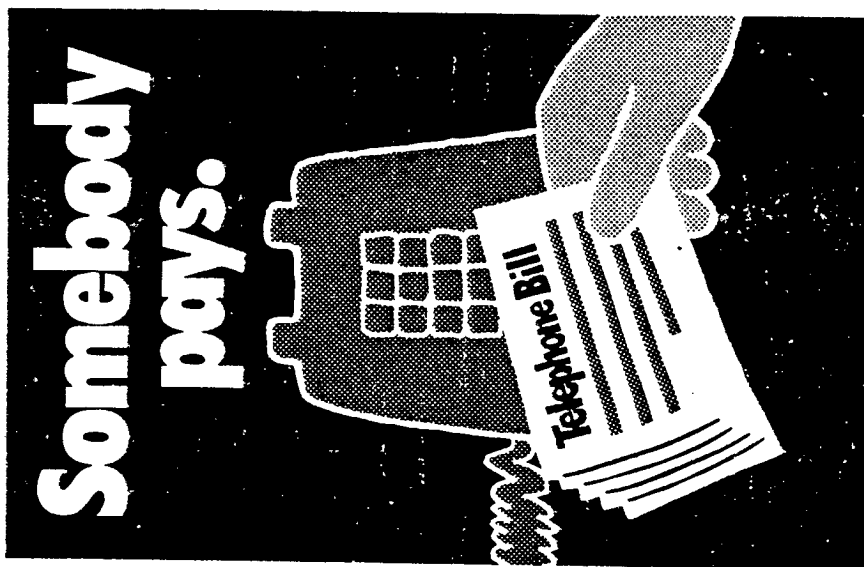
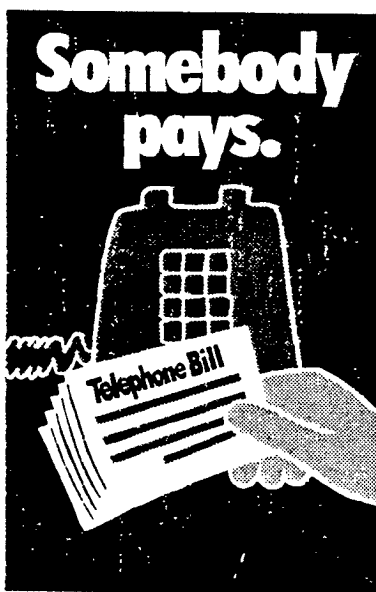
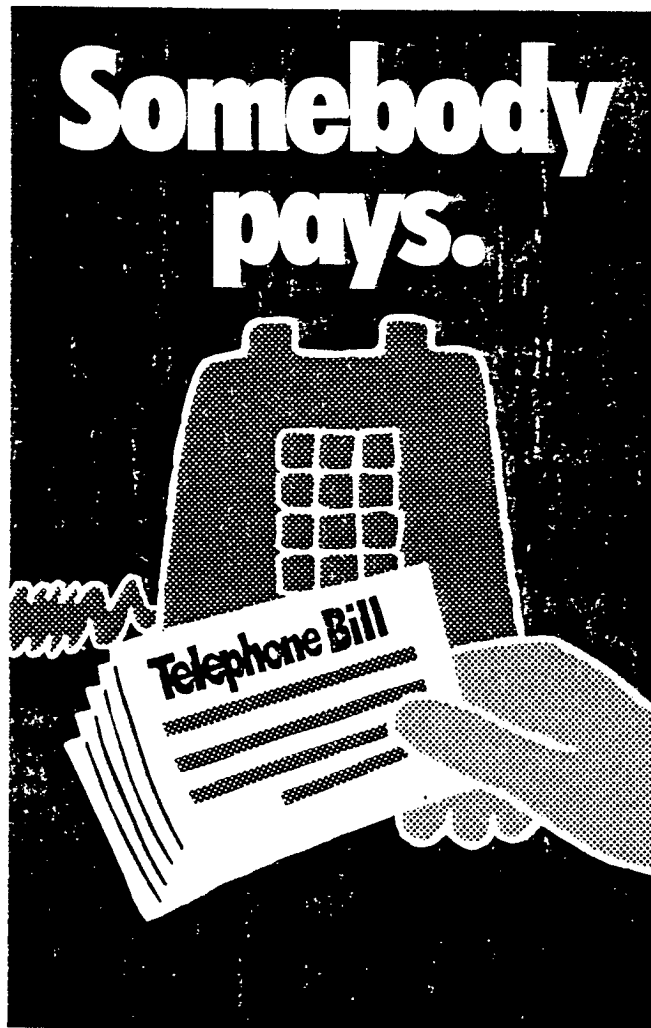
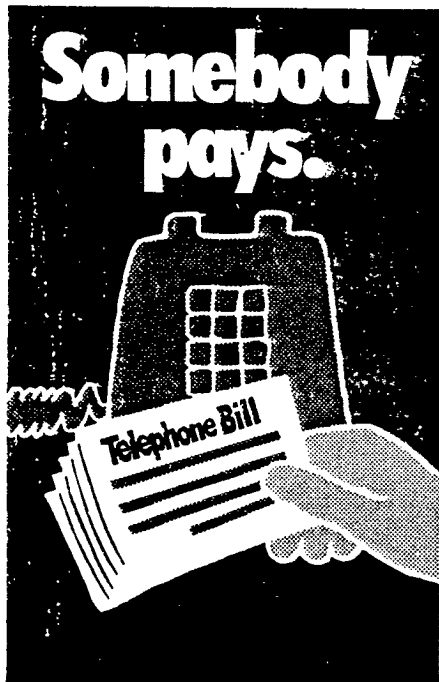
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U.S. General Services Administration



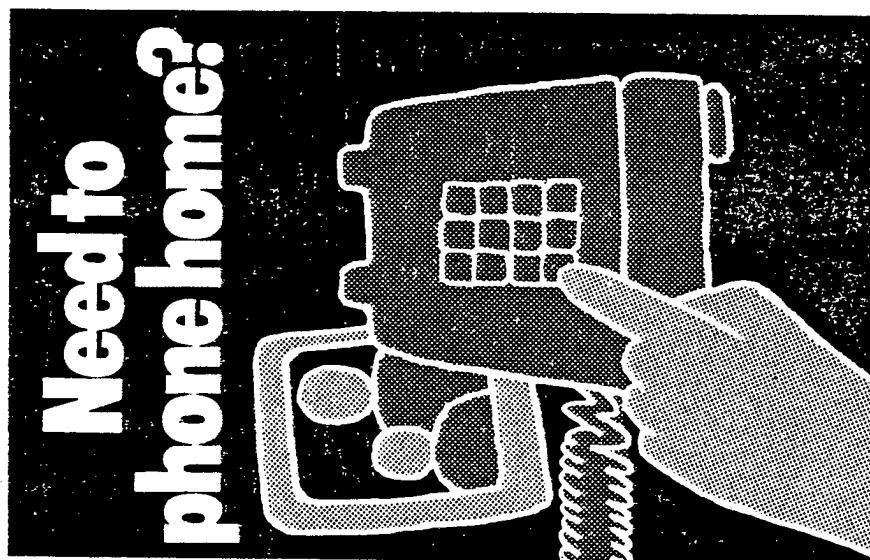
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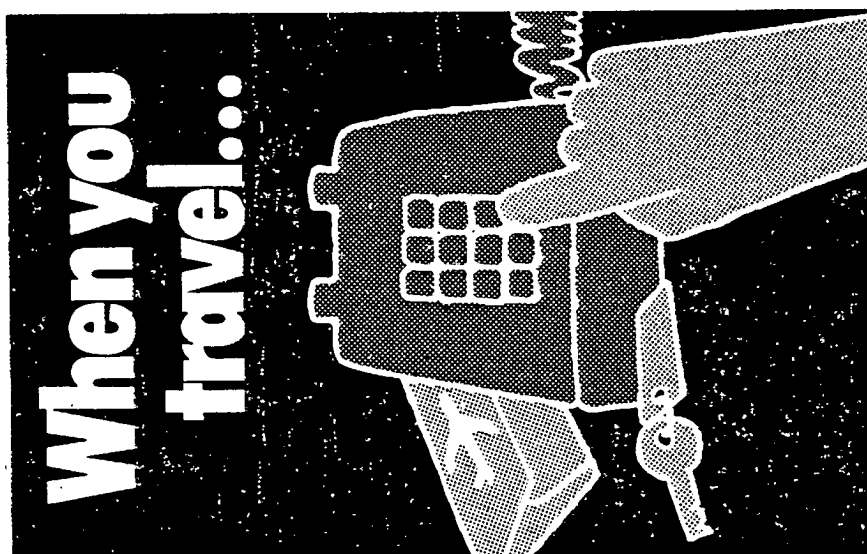
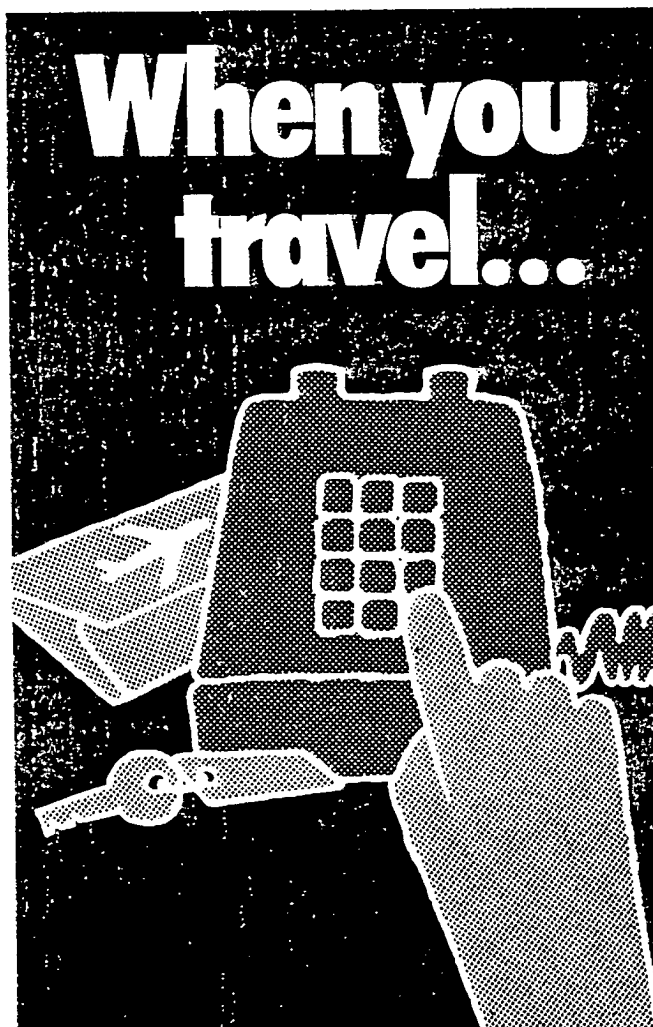
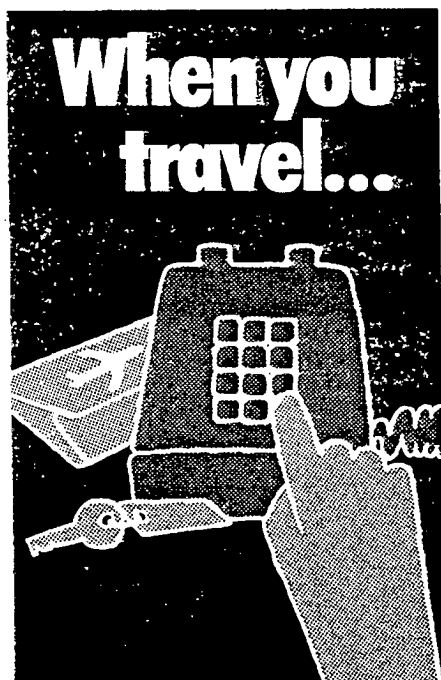
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Telephone Campaign Action Sheet

. Check with your information resources or administrative managers that new telephone regulations specific to your agency have been issued. General Federal guidelines, written and issued by the General Services Administration (GSA), were published in the November 4, 1987, Federal Register and went into effect on January 4, 1988.

. Announce the new telephone rules specific to your agency through a message to all employees.

. Check with your agency's telecommunications managers that intra-agency distribution of the five telephone posters and the Personal Calls Card is progressing satisfactorily. If the materials have not been received, call Jack Landers in GSA on FTS 535-7425.

. Encourage supervisors--through staff meetings or an agencywide memorandum--to hand out the Personal Calls Cards GSA has printed and shipped to agencies for all-employee distribution through supervisors. The Personal Calls Cards, of which samples are enclosed, list the types of official calls that employees may make and the types of calls employees should pay for themselves. The cards also explain how to dial personal charge, collect, and 800-number calls from office phones.

. Ask the editor of your employee newsletter to include articles and "miniature" posters in issues that will reach employees when the matching full-size, colored poster is on display. This effort will be a most effective way of informing employees. Explanatory texts and "miniatures" of the posters should have already reached the editor, and he or she may have a schedule for their use. If your editor has not received materials, ask him or her to contact Faith Payne in GSA on FTS 566-1235.